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STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: DLIR/RESEARCH & STATISTICS OFFICE
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:

The Transferable Occupation Relationship Quotient (TORQ) is an analytical tool developed by Workforce Associates, Inc. that links occupations based on the abilities, skills, and knowledge required by workers a vast number of occupations. TORQ reduces the complexity of transferring from one occupation to another – The Transferable Occupation Relationship Quotient is one single convenient measurement that defines "transferability" between occupations. Based on the abilities, skills, and knowledge from the vast O*NET database from the Department of Labor, TORQ can assess any transition with just one number. TORQ expands the notion of career pathways into a interconnected web of possibilities based on the factors that really matter for career mobility – not a specific job that someone is doing or has done, but what someone is capable of doing.

4. Vendor Name: Workforce Associates, Inc.

Address: 6330 Lands End
Indianapolis, IN 46220-4376

5. Price:

\$40,000

6. Term of Contract:
(mm/dd/yyyy)

From: November 1, 2010

To: Oct 31, 2011

7. Prior Sole Source Ref No.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

TORQ isn't just a number, – it's a comprehensive system that works with local labor market information (LMI) to create powerful analytical tools. TORQ analysis is integrated with local LMI -- local wages and employment figures make reports current, relevant and specifically useful for our region. With TORQ we can:

- Evaluate transfers from one job to another in detail.
- Search the labor market area for sources of workers qualified to fill critical job openings.
- Explore promotion possibilities and career pathways from any occupation in the O*NET database.
- Analyze the occupations in your area with the top pay, highest growth potential, and other statistics.

O*NET contains detailed evaluations of a variety of attributes of a database of 801 job titles in the US, covering all major types of employment. From this vast database, TORQ sweeps in a comprehensive set of measurements of each occupation's attributes in the vital categories of abilities, skills and knowledge. Based on this set of attributes from O*NET, TORQ generates a single number between 0 and 100, measuring the transferability of workers from one occupation to another.

REQUEST FOR SOLE SOURCE (Cont.)

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

TORQ helps to solve complex problems relevant to economic and workforce development in local communities, states and the entire nation. It is a flexible tool that can be used by practitioners and end-users of labor market information (LMI) across multiple areas:

- "Rapid response" teams helping workers deal with mass layoffs.
- Workforce researchers evaluating the condition of an area's workforce, including workforce shortages, or gaps in critical skills.
- Career counselors and staffing agencies looking for a powerful tool to match the right candidates with the best jobs.
- Economic developers who want to show off the skills and talents of their workforce to attract and retain vital businesses.
- Education and training providers who need targeted programs to serve rapidly changing market demand.
- Site selectors looking for the most capable talent for their clients' skills demands.
- Workforce development professionals who want to map progressive "career pathways" based on TORQ-powered networks of occupations.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

There are no alternate sources for this type of tool. TORQ is the only tool that provides a single number (between 0-100) that measures the transferability of workers from one occupation to another.

TORQ is being used by other states and implementing this tool in Hawaii would produce comparable data to set performance targets, outcomes and evaluation by the Local Workforce Investment Boards and One-Stop Centers.

The USDOL Employment and Training Administration has indicated that TORQ is a valuable tool for the states to use in career counseling and developing individual employment plans for jobseekers.

12. Direct any inquiries to:

Department: DLIR - R&S OFFICE

Contact Name/Title: Francisco Corpuz, R&S Chief

- 13 Phone Number:

586-9013

Fax Number:

586-9031

Expenditure may be processed with a purchase order/pCard: ☒ Yes ☐ No

If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

14. *I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.*

Department Head Signature

SEP 22 2010

Date

Reserved for CPO Use Only

15 Date Notice Posted: 10-15-10

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

REQUEST FOR SOLE SOURCE (Cont.)

16. Chief Procurement Officer's comments:

In conversation with Mr. Jeff Matsu and Ms. Phyllis Dayao, it has been confirmed that Mr. Francisco Corpuz and Mr. Matsu are the individuals responsible for this request and that they do not have written delegated authority and have not taken the appropriate training. This request is approved with the condition that Messrs. Corpuz and Matsu shall not participate in any procurement activities until they have received both written delegated procurement authority and have completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05 and based on the departments representation that is analytical tool can only be obtained through the manufacturer, Workforce Associates, Inc. This award is required to be posted on the Awards Reporting System.

17. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED


Chief Procurement Officer

12/14/2010
Date